# HOW TO BECOME CHES CERTIFIED

## CERTIFIED HEALTH EDUCATION SPECIALIST
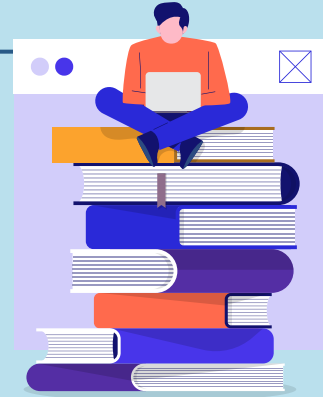
### 1) CHECK YOUR ELIGIBILTY

Review your academic credits. There are specific credit requirements to be eligible to take the exam found on:
**WWW.NCHEC.ORG/CHES-EXAM-ELIGIBILITY**

### 2) LOOK AT EXAM DATE OPTIONS

Exams are offered in April & October. There is an option for students expected to graduate within 90 days of an exam date.
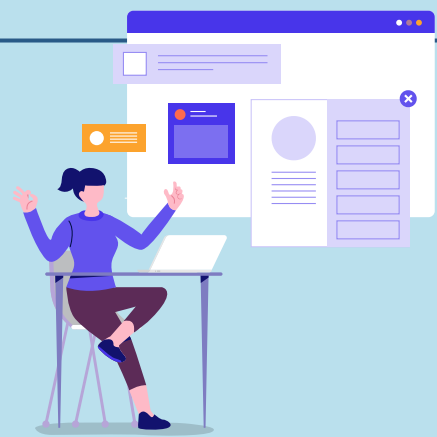
### 3) MAKE AN ACCOUNT

You can create a NCHEC account online to complete the application process.

### 4) APPLY & PAY EXAM FEE

Complete the application online. Upload official transcripts and advisor letter if current student. Pay the $100 fee.

### 5) SCHEDULE EXAM IF ELIGIBLE

If your application is accepted, schedule your exam online. If not, you are able to appeal the denial within 30 days.

### 6) PREPARE FOR EXAM

Ensure you are ready for the exam and review the Eight Areas of Responsibility. If needed, request testing accommodations 15 days before test date.

### 7) TAKE THE EXAM

You can take the exam in person or at home with Live Remote Proctoring. You have 3 hours to finish 165 questions.

### 8) WAIT FOR RESULTS

You will receive an email with provisional results after finishing the exam. Official score reports will be sent later.

**YOU DID IT!**

Reference

National Commission for Health Education Credentialing, Inc. (2022). Certified health education specialist exam application handbook. https://assets.speakcdn.com/assets/2251/ches_handbook_april_2023_10-27_final.pdf